

Oregon State Bar
Software Standards
2005

Software Proficiency Expectations

(Items in bold are to be demonstrated)

Computer Basics (all users)

Touch typing (at least 25 words per minute).
Starting, shutting down and rebooting the computer, and using the keyboard, monitor and mouse.
Start a computer program.
Locate, open, save and "Save as" files.
Use Windows Explorer to find files (navigate the file system through the C:\ drive, H:\ drive and P:\ drives and subfolders.)
Search for a file using the Find/Search utility.
Create shortcuts on the desktop and in folders.
Understand the difference between shortcuts and copies of files, and how to create each.
Use multiple programs simultaneously.
Identify which programs are currently open and switch between them.
Copy and paste text and graphics between applications.
Understand and be able to use (open) zipped (compressed) files.
Send and receive faxes, through the PC (email) and through the ImageRunner printers.
Scan a paper document into the computer using the Windows Scanning software.
I'm aware of computer viruses and basic steps for preventing them (what to do, not do.)
Go to Postini and clear out or approve suspicious emails.
Troubleshoot programs that are not responding.
Take a screen shot of an error message and email it to someone.
Understand the difference between shutting down the computer vs. restarting vs. logging off and logging in again.
Shut down computer manually when the Shutdown command fails.

Organizer (Outlook XP) (all users)

Use computer or paper tool to manage task list, calendar and contact list. Everyone should know how to use the computer to check their personal calendar and public calendars.
Add meeting request or appointment.
Invite others to a meeting.
Set a reminder on an appointment.

Check email.
Open, reply, forward and create new emails.
Attach files as attachment or link.
Manage incoming email by deleting unnecessary emails, organizing keepers, and saving attachments to disk.
Maintain email mailbox under the 50 megabyte limit for storage.
Add and search through Contacts.
Create a distribution list.
Send an email by typing an address directly, using a contact or using a distribution list.

Membership Database (Universe) (all users)

Start up Universe.
Login.
Use the IRC to find information about an attorney.
Use the menu items for my department as needed.
Exit properly.


Internet Web Browser (Internet Explorer 6) (all users)

Enter URL.
Locate and use a search engine.
Follow a link on a web page.
Open a second window without closing the first.
Go back and forward among web pages.
Save a web page to disk.
Save a shortcut to a web page on your computer.
Email a shortcut to a web page to someone else.
View the Intranet and locate information on it.
Enter items in the Announcements, Events and Classifieds bulletin boards.

Word Processing Fundamentals (Word XP) (all users)

Create a new document from scratch and from templates.
Apply font and paragraph formatting, and understand the difference.
Understand and use the different views (at least Normal, Page Layout, and Print Preview).
Apply existing styles.
Print envelopes and labels.
Print an entire document, the current page or selected pages, and choose among existing printers. Spell check.
Get help.

Spreadsheet Fundamentals (Excel XP) (all users)

	Navigate and scroll around an existing workbook.
	Understand multiple worksheets and how to switch between them.
	Print individual worksheets or parts of a worksheet, and change the printer.
	Adjust column width to view contents.
	Import a text file.
	Enter or change data in a cell.
	Use the  button to add up column or row of numbers.

Access Databases (all users)

	Use existing databases specific to my job, directly through the database's user interface or through a web interface as needed.
	Locate, view and change data as allowed by the database.

Financial Proficiencies

Accounting Software (Great Plains)

	Create and modify account codes.
	Enter AP, AR and other transactions and modify them.
	Generate a variety of reports for different situations.

Payroll software (ADP)

	Understand how to look up payroll information.
	Enter new employees, modify current entries, and enter payroll data.
	Generate a variety of reports for different needs.

Spreadsheet Basic User (Excel XP)

	Copy and paste blocks of cells.
	Create basic formulas, referencing other cells either by clicking on them or typing their addresses.
	Understand how to create, rename and move worksheet tabs.
	Understand the row and column reference system and how to include cell references in formulas.
	Understand how formulas adjust when cells are copied and pasted.
	Understand how to use AutoFill.
	Use the formula wizard and Autosum.
	Format cells both numerically (decimal places, currency or percent format) and visually (bold, alignment, underline).
	Adjust worksheet formatting – margins, fit to one page, headers and footers, print area, landscape vs. portrait orientation.
	Check spelling.
	Get help.
	Merge and center across cells.

Understand named ranges and how to create and select them.
Insert and modify a basic chart.
Use an Excel named range in a Word Mail Merge.

Spreadsheet Advanced User (Excel XP)

Create formulas, from scratch or using the Formula Wizard.
Use Excel to view, modify and translate data from one format to another.
Create a variety of charts, and modify them extensively to communicate different ideas and values in the data.
Create and modify Pivot Tables.
Create and modify macros.
Link to cells on different worksheets, and understand how to maintain (or choose to not maintain) those links.
Apply advanced calculations (such as scenarios, what if analyses, and financial calculations such as present value) as needed.

Credit Card Transaction Bulk Checker (Authorize.Net website)

Enter, modify and check transactions.
Generate reports as needed.

Design Proficiencies

Long Document Skills (Microsoft Word XP or Corel WordPerfect)

Creating and modifying tables of contents, indices, footnotes and endnotes.
Use Outline view to organize a long document.
Modify and define styles.
Use Master document tool.
Establish and maintain cross references.
Create and use bookmarks.

Desktop Publishing Skills (Microsoft Word, Microsoft Publish or Corel WordPerfect)

Create and modify text boxes.
Import and manipulate graphics.
Use the tools on the graphics toolbar.
Advanced column control.
Create and modify backgrounds and watermarks.
Advanced table manipulation skills.
Save to HTML.

Basic Web Page Editing

<p>Create and modify the content of web pages, without changing the design (unless specifically required to); software tool to be determined.</p>

Advanced Web Page Editing (MacroMedia DreamWeaver)

<p>Register a web site, including all of its pages, in DreamWeaver;</p>
<p>Create and apply a template to all pages.</p>
<p>Create and modify web pages (both code and design).</p>
<p>Upload web page changes.</p>

Cross Platform Document format (Adobe Acrobat)

<p>Use the software to create PDF files for pre-press and for print on demand.</p>
<p>Use appropriate graphic settings and options for the task at hand.</p>
<p>Control security over the resulting documents (e.g. read-only).</p>
<p>Help end users troubleshoot problems reading PDF files.</p>

Drawing Program (Illustrator)

<p>Create new drawings.</p>
<p>Edit existing drawings.</p>
<p>Trace existing graphics.</p>
<p>Draw outlines.</p>
<p>Add shading and textures.</p>
<p>Save as different formats.</p>

Photo Manipulation Software (Photoshop)

<p>Scan or import photos.</p>
<p>Adjust contrast and brightness.</p>
<p>Remove blemishes or errors in photo.</p>
<p>Adjust size, format and resolution.</p>

Advanced Desktop Publishing Software (Quark XPress)

<p>Create, layout and modify advanced publications.</p>
<p>Continue stories automatically on later pages.</p>
<p>Wrap text around graphics.</p>
<p>Manipulate fonts and special text effects.</p>

Image Conversion (Conversions Plus or above graphics programs)

<p>Convert graphic files to different formats.</p>

Troubleshoot problems in conversion.
Understand and choose the appropriate file type for a given situation.

Miscellaneous Proficiencies

Advanced Word Processing (Microsoft Word XP)

Insert Page Breaks and Column Breaks.
Set, clear and change tabs.
Copy and paste text and graphics.
Change margins and page orientation (portrait vs. landscape).
Understand what Normal.dot does and how to change defaults on it.
Create, modify and navigate through tables.
Use Find and replace with formats as well as words.
Insert graphics (both clipart and from files) and place them on the page.
Mail merge.
Create and navigate through multicolumn text; change it back to single column.
Create, modify and remove headers and footers, and understand different headers in different sections compared to "Different first page header. "
Run an existing macro, and record a new macro.
Headers and footers, insert symbols, bullets and numbering, paragraph indents, line numbering. Insert hyperlinks.

Spreadsheet Database Skills (Excel XP)

Named ranges; creating, modifying.
Data menu commands: sort, autofilter, subtotals, etc.
Using Excel data in a Word mail merge.
Downloading from Universe (DDL and DDLL)
Importing .CSV files into Excel.
Some knowledge of pivot tables.
Choosing appropriate data ranges for charts and graphs.

File-based Database Power User (Access)

Create new reports and queries.
Modify forms and create new ones.
Some knowledge of macros (preferably VBA).
Understand data restrictions and troubleshoot data entry problems.
Clean up messy or corrupt data.

Remote Access Networking

Understand how to use remote access networking from outside the Bar to access the

network.
Understand how to make basic modifications to settings.
Check email via the Bar's Internet email access.
When and how to seek technical help.

Presentation Software (PowerPoint XP)

Create and modify presentations.
Follow fundamental design rules.
Understand master slides and how to make global changes using them.
Insert graphics and charts.
Annotate slides during a presentation.
Run a slide show.
Save a presentation in PPS format and know how to use it.
Have a good idea of how to practically save, transmit and display a presentation, including use of the portable projector and laptop, and backup methods.

File Format Conversion (Conversions Plus, or individual programs)

Convert and troubleshoot files changing from one format to another.

Group E-Mail and Group Faxing

Create, send and troubleshoot mass emails and mass faxes.

Online Legal Researching (Premise, Westlaw, FindLaw and/or CaseMaker)

Select and use the appropriate online legal research tool to identify controlling cases on a given point of law.
Find related cases.
Find new cases on the subject, and look up subsequent decisions that reference a given case (i.e. "Shephardize" it).

Mail Room Proficiencies

Mass Mailing program (Desktop Mailer)

Basic proficiency.

Package postage software (FriendShip)

Basic proficiency.

Meeting Organizer Proficiencies

Scheduling software (Microsoft Outlook)

	Schedule a meeting in a given room; check online calendar.
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(for CLE, Front Desk, and Facilities Manager)

	View proposed meetings, approve, deny or reschedule.
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Presentation Equipment (laptop, overhead projector)

	Set up video projector to display computer input, video or other input as necessary.
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Web conferencing service (Raindance)

	Schedule and set up web conferencing for a meeting.
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